

PADSTOW TOWN COUNCIL

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8 June 2022

TO: MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Councillors Cllr Mrs J Dawe, K Freeman, A P Flide, R Higman, J O'Keefe, M Rickard, Mrs T Walter and C WatsonSmyth

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** at the **Church Rooms, Church Street, Padstow** on **Tuesday 14 June 2022 at 6.45 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

K E Pemberton

Kathy Pemberton
Town Clerk

COVID: Please note this meeting will be operated with COVID precautions. All attending are asked to respect these provisions which are in place for all our safety.

Agenda

Press & Public are invited to attend

1. Election of Chairman/Vice Chairman
 - i) To **ELECT** Committee Chairman
 - ii) To **ELECT** Committee Vice-Chairman (if Committee so wishes)
2. To receive **apologies for absence and announcements (if any)**
3. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
4. **Public Participation:** to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders.
5. **To agree the minutes** of the meeting held on **Tuesday 15 February 2022** (1-3)
6. **Committee Terms of Reference:** To receive the Committee's Terms of Reference and make recommendations for any amendment to Council (4-6)
7. **Date of next meeting:** Tuesday 19 July 2022 Time: 7.00 pm

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 15 February 2022 at 7.00 pm in the Church Rooms, Church Street, Padstow

Present: Councillors R Higman (Chairman), J O'Keefe (Vice Chairman), Mrs J Dawe, K Freeman, M Rickard, D N Vivian (part), Mrs T Walter and C Watson-Smyth

In Attendance: Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Support Officer and Minute taker), Councillor A N Rees and 8 members of the public.

FGP2021/25 Apologies: There were no apologies for absence.

FGP2021/26 Announcements: There were no announcements.

FGP2021/27 Declarations of Interest: The following declarations of interest were declared under agenda item 7) Grants 2022/23:

- Councillor J O'Keefe: Blue Ribbon 'Obby Oss Party and The Old Oss Party;
- Councillor Mrs J Dawe: Blue Ribbon 'Obby Oss Party, The Old Oss Party, Padstow Parochial Church Council and Padstow Christmas Lights Committee;
- Councillor K Freeman: Royal British Legion;
- Councillor M Rickard: Padstow & District Sea Angling Association.

FGP2021/28 Public Participation: Members of the public spoke in support of grant applications made on behalf of Trevone War Memorial Village Hall, the Royal British Legion, Blue Ribbon 'Obby Oss Party, The Old Oss Party and Cornwall Air Ambulance. Comments included:

Trevone War Memorial Village Hall: The hall is an old Nissan hut in very bad condition. The group have been fundraising for a number of years. Match funding has been promised from other organisations when $\frac{3}{4}$ of the costs have been raised based on an estimate of £180,000. They are close to original target but cost of project has increased, now nearer £200,000.

Royal British Legion – Padstow Branch: Looking for a grant to help with the refurbishment of the remembrance garden at St Petroc's Church. They have an elderly membership, many of whom struggle with the general upkeep, therefore looking to make the garden maintenance free and to refurbish existing plaques.

Blue Ribbon 'Obby Oss and The Old Oss Party: Both organisations commented that operational costs and Health and Safety requirements associated with May Day were

growing, any contribution towards these would be gratefully received.

Cornwall Air Ambulance: Looking to fund additional training for paramedics (masters training) and were asking all Town and Parish Councils in Cornwall for support. The air ambulance had been out numerous times to Padstow. They are looking to fund extra resources.

FGP2021/29

Minutes Tuesday 23 November 2021: RESOLVED that the minutes of the meeting held on Tuesday 23 November 2021 were a true record of the meeting and they were signed by the chair.

FGP2021/30

Budget Summary and Budget to Actual Variance Report 2021/22: The budget summary and budget to actual variance report 2021/22 was noted.

FGP2021/31

Grants 2022/23: One member addressed Committee noting that the Responsible Financial Officer (RFO) had checked that all requests for grants were allowable. They commented that despite COVID the revenue for 2021/22 had exceeded expenditure. They felt that a number of the larger requests were likely to be much lower in the future, once organisations' revenue streams were "back on track". They considered that on this occasion therefore, in recognition of the difficult times for organisations, all of the grant applications be paid in full and the shortfall vired from Council Reserves.

There was some discussion that a decision to increase the grants should be made during budget setting and not raised during the grants meeting itself. Concern was also expressed that this could set a precedent.

In response to a member query, the RFO advised that she did not recommend changing the budget at this stage but that it was possible to vire money from the Contingency Budget heading in Capital and Projects. Committee would need to allocate the £25,000 budget and then recommend to Full Council that the remaining £16,690 be vired.

(a) RESOLVED TO RECOMMEND TO FULL COUNCIL that on this occasion, in recognition of the difficult times for all local organisations, Padstow Town Council agree to pay all of the grant applications in full and to vire funds from the Contingency Budget in Capital and Projects, to cover the extra costs.

Councillor D N Vivian left the meeting and did not return.

[The following resolution (b) was made and would only apply should Full Council not support the recommendation made by Committee above (a)]

(b) RESOLVED that the grants budget for 2022/23 be awarded and released as per Council's Policy as follows:

LGA Miscellaneous Provisions Act s19

Councillors J O'Keefe and Mrs J Dawe left the meeting for the following items.

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| i) | Blue Ribbon `Obby Oss Party | £2,750 |
| ii) | The Old Oss Party | £2,750 |

Councillor J O'Keefe returned to the meeting

LGA 1972 s 144 Tourism

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| i) | Padstow Christmas Lights Committee | £3,070 |
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LGA Miscellaneous Provisions Act s19

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| iii) | Padstow Parochial Church Council | £nil |
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- It was considered the request could be funded from revenue streams such as Church Room hire.

Councillor Mrs J Dawe returned to the meeting

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| iv) | Padstow School PTFA (Friends of Padstow School) | £950 |
| v) | Padstow & District Flower Club | £100 |
| vi) | Padstow Sea Cadet Unit | £2,150 |
| vii) | Padstow & Baby Toddler Group | £350 |
| viii) | The Carers Club, Trevone | £200 |
| ix) | Trevone War Memorial Village Hall | £6,000 |
| x) | Padstow Museum | £Nil |
| xi) | Padstow United Youth & Girls FC | £1,500 |

Councillor M Rickard left the meeting for this item

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| xii) | Padstow & District Sea Angling Association | £200 |
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Councillor M Rickard returned to the meeting

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| xiii) | Nadelik Lowen Padstow | £1,000 |
| xiv) | 1 st Padstow Girl Guides | £180 |
| xv) | Padstow Sailing Club CIO | £Nil |
| xvi) | Padstow & District Lions Club CIO | £1,000 |
| xvii) | Wednesday Watering Hole | £500 |
| xviii) | Padstow Rowing Club | £600 |

Local Government and Rating Act 1997 s26-29

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| i) | Padstow & District Community Transport Committee felt unable to award a grant until the future of the organisation is established. | £Nil |
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LGA 1972 s137

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| i) | Cornwall Air Ambulance Trust | £200 |
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Councillor K Freeman left the meeting for this item

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| ii) | Royal British Legion, Padstow Branch | £1,500 |
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Councillor K Freeman returned to the meeting

FGP2021/32

Date of Next Meeting: To be confirmed.

Meeting closed at 7.45 pm.

Committees Delegated powers

Each committee agenda will clearly indicate if the item under discussion is within the Committees delegated powers. If the item is within delegated powers the minutes will record the decision as **RESOLVED**. If it is not within the delegated powers then the minutes will show **RECOMMENDED** and the item will then be brought to the Full Council for approval and adoption as appropriate.

A power delegated does not always have to be exercised and if a committee is unsure of a decision they may make a recommendation to Full Council.

Committees

All Committees are appointed by and are solely responsible to Padstow Town Council. The Committee's duties are defined and agreed by the Full Council within these terms of reference. Alterations to the terms of reference may be made at any Full Council meeting provided an agenda item is included to amend.

All committees are required to make clear and concise formal resolutions at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

Terms of reference for the Finance & General Purposes Committee

Membership

- The Committee will consist of eight elected Councillors and membership will comprise the chairs of budget holding Council Committees – HRT, LTOS, Staffing, the Mayor & Deputy Mayor and other members to a maximum of 8. At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Parish Council meeting. A quorum at the Committees meetings will consist of **four elected members**.
- There will be no non Council members on the committee
- The Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.

Record of Proceedings

- The committee will meet quarterly Additional meetings can be convened to deal with special events as they occur
- Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting .The minutes will be published on the Council website. The Town Clerk will be responsible for arranging the recording and distribution of the minutes.

Responsibilities

Primary Purpose: to manage the Council's financial resources in compliance with the Council's Financial Regulations and Standing Orders and to debate and recommend strategy and action on policy and operational matters concerned with Council's finances, property, resources, land and manpower.

The Finance Committee will have full **delegated authority** in respect of

1. The carrying out of works to ensure that adequate financial controls are in place to utilise and protect the Council's finances and assets and to have charge over the financial and accounting arrangements of the Council. This will include the insurance of buildings and property and maintenance of an asset register to all Town Council property. It should ensure that the Council's registered title is held at the Land registry.
2. Any decision on the virement of funds between any Council budgets – any request for virement from committees will be sent as recommendations to F & GP.
3. Monitoring and effecting compliance with laid down internal and external audit and other financial procedures, regulations and statutes. However they **will make recommendations** in respect of any audit report
4. Reviewing Council Fees and Charges in partnership with other relevant committees on a regular annual basis
5. Monitoring the Council's financial risk assessments and make changes where necessary.
6. Establishing a clear policy for grant aid administration and to approve grants awarded each year.
7. Approving the use of the Town Crest by any other organisation

8. Deciding on Publicity matters not already delegated to the Town Clerk which relate to the Town Council newsletter, website, publicity and press releases,
9. Exercising the Town Council's powers to direct as to the custody of parish property and documents in accordance with the provisions of the Local Government Act 1972 s. 226,
10. Negotiating all tenders and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision),
11. Council leases including drafting and negotiating terms
12. The renewal of leasing/licensing agreements
13. Regarding the future provision of civic regalia
14. All aspects of Health and Safety that fall within the remit of the committee,

To make recommendations to Full Council in respect of -

1. The preparation of budgets, recommendation of precepts and budgets and consideration of payments on capital account for the next financial year after receiving other committees budget requests
2. Amendments to the Council's Financial Regulations annually and to ensure that the Council is observing the regulations
3. The provision for future capital projects, expenditure from contingency fund and the use of Council reserves.
4. The securing and security of all Town Council property and land
5. Regarding the prosecution or defence of any legal proceedings.
6. The use of powers to acquire by agreement, or to dispose of land in accordance with the provisions of the Local Government Act 1972 s.139
7. The use of its powers to accept gifts, including land, in accordance with the provisions of the Local Government Act 1972 s. 139
8. Consideration of requests to exercise Local Government Pension Scheme (LGPS) discretions as outlined in the Council's Employer Discretions Policy.
9. Undertake an internal audit review annually relating to i) compliance of standards; and ii) overall effectiveness to be reported to Council